

**Functional Series 400
Personnel**

INTERIM UPDATE 02-09

**SUBJECT: Business Transformation Executive Committee (BTEC) Quick Hit -
Streamlined Recruitment**

NEW MATERIAL: This BTEC Quick Hit that streamlines the recruitment process is officially launched in USAID/W effective immediately for positions announced under the Agency's Merit Promotion Program. We encourage you to read this notice to become familiar with the new online application process.

EFFECTIVE DATE: 08/20/2002

POLICY

**USAID/General Notice
M/HR/POD
08/23/2002**

**Subject: Business Transformation Executive Committee (BTEC) Quick Hit
- Streamlined Recruitment**

The Office of Human Resources (M/HR) is pleased to announce that the BTEC Quick Hit to streamline the recruitment process is officially launched in USAID/W effective immediately for positions announced under the Agency's Merit Promotion Program. We encourage you to read this notice to become familiar with the new online application process.

BACKGROUND

In March 2002, the BTEC approved the implementation of a "quick hit" to improve the timeliness of the recruitment process. Quick hits are projects that can be implemented in six months or less to improve management services and demonstrate progress towards the President's Management Agenda (PMA). The streamlined recruitment project addresses two of the five government wide PMA initiatives--strategic management of human capital and expanded electronic government.

The streamlined recruitment project had several phases. The first accomplishment was the USAID subscription to the AVUE Staffing Module, automated recruitment software, which provides for intake, rating, ranking, and referral of applicants to hiring managers. M/HR, in collaboration with the company that provides the automated system, worked to customize it to USAID's particular needs. Next, the test phase was initiated for both Civil Service (CS) and Foreign Service (FS) positions. During June M/HR successfully completed a test Civil Service recruitment action in record time --16 days, 7 hours and 30 minutes. The results of this test were phenomenal when compared to a single announcement of the same type using the old manual system. While it is anticipated

that the recruitment time line will change with each announcement, M/HR expects the norm for Civil Service actions will be 30 days to get a certificate to the manager and a selection made. Finally, in July, after several FS test vacancies were successfully completed, M/HR announced seven New Entry Professional (NEP) Foreign Service positions to the public using the new automated system.

APPLYING FOR POSITIONS USING AVUE

Those serving in key roles in the AVUE automated recruitment process have been trained, including Administrative Management Staff (AMS) members. In addition to being trained in the AVUE software application, HR recruitment professionals have also been trained to guide employees who wish to apply for positions online through the Agency's Merit Promotion Program. The following information is provided to help you in applying for positions using AVUE:

- With AVUE, Agency employees will continue to receive notification of all vacancy announcements on the Notices Database. Vacancy announcements will also continue to be posted on the Agency's external Web site. Each vacancy announcement will have a link to the AVUE Staffing Module that requires applicants to apply on-line. Although paper applications will still be accepted, employees are encouraged to use this user-friendly application.
- Application is easy. The first step is to click the link that will advance you to the AVUE Employment Opportunities Web page. First-time users are required to complete an application profile that can later be used to apply for future vacancy announcements. After reviewing the announcement and if you wish to apply, simply click on the "apply on-line" option and the on-line application will appear.
- Once an applicant provides their e-mail address they will be notified regarding the status of the application, including notification of final selection.

ADS 418, Promotion and Internal Placement, will be revised to incorporate these changes to the merit promotion process.

Point of Contact: Any questions concerning this Notice may be directed to Oveta H. Watkins, M/HR/POD, (202) 712-5105.

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